

2. AMENDMENT/MODIFICATION NO. 1	3. EFFECTIVE DATE See Block 16C.	4. REQUISITION/PURCHASE REQ. NO. NJ/OA	5. PROJECT NO. (If
6. ISSUED BY CODE United States Department of Labor/ETA Office of Job Corps 201 Varick Street, Rm. 897 New York, NY 10014-4811		7. ADMINISTERED BY (If other than Item 6)	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) offerors	(✓)	9A. AMENDMENT OF SOLICITATION NO. AE92B02000
		9B. DATED (SEE ITEM 11) 6/12/02
		10A. MODIFICATION OF CONTRACT/ORDER
		10B. DATED (SEE ITEM 13) 7/15/02
CODE	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning orig copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.	
(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return original copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Sections L & M [pages 61-83] of the original RFP are hereby deleted and replaced in their entirety by new Sections L&M [PAGES 61-85] as follows:

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) JOSEPH SEMANSKY, REGIONAL DIRECTOR	
15B. CONTRACTOR/OFFEROR <u>(Signature of person authorized to sign)</u>	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>(Signature of Contracting Officer)</u>	16C. DATE SIGNED 7/15/02

SECTION L. INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS

L.1 52.216-1--TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a **Cost Plus Fixed Fee** contract resulting from this solicitation.

L.2 52.252-1--SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer shall make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

www.arnet.gov

www.far.npr.gov

www.gsa.gov/forms/far

**FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)
SOLICITATION PROVISIONS**

PROVISION	DATE	TITLE
52.204-6	(Jun-99)	Data Universal Numbering Systems (DUNS)
52.215-1	(Feb-00)	Instructions to Offerors – Competitive
52.215-20	(Oct-97)	Requirements for Cost or Pricing Data of Information Other Than Cost or Pricing Data
The offeror shall submit cost and pricing data and supporting attachments prepared in the format outlined in Attachment “J-1” of this solicitation.		
52.222-24	(Feb-99)	Preaward Onsite Equal Opportunity Compliance Review
52.222-46	(Feb-93)	Evaluation of Compensation for Professional Employees
52.237-10	(Oct-97)	Identification of Uncompensated Overtime

L.3 52.233-2 SERVICE OF PROTEST (AUG 1996)

- A. Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protest that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Joseph Semansky
REGIONAL DIRECTOR & CONTRACTING OFFICER
U.S. DEPT of LABOR, OFFICE of YOUTH SERVICES/JOB CORPS
201 VARICK STREET [ROOM 897]
NEW YORK, NEW YORK 10014

- B. The copy of any protest shall be received in the office designated above within one day of filing a protest with GAO.

L.4 ADDITIONAL INSTRUCTIONS

A. Standard Form 33 - Block 9 - Solicitation

Hand-delivered proposals must be delivered to the depository outlined in Block 9 prior to the time set forth in Block 9. Proposals delivered by commercial carrier shall be treated as hand-delivered proposals.

B. Disposition of Proposals

One copy of each proposal and related supporting materials received shall be retained as part of the official procurement file. After award, extra copies of proposals and related materials shall be destroyed.

Pre-Proposal Conference

All technical and contractual questions concerning this proposed procurement shall be answered at a Pre-Proposal Conference to be held on **TUESDAY JULY 16, 2002, at 10:00 A.M. LOCAL TIME, at the JOB CORPS REGION I, NEW YORK OFFICE located at 201 VARICK STREET [ROOM 897] NEW YORK, NEW YORK 10014 .**

Potential offerors are encouraged to submit questions in writing to the issuing office before the Pre-Proposal Conference is held in order to facilitate responses at the conference.

D. **Exchanges and Communication Restrictions**

Exchanges and communication with any Government personnel concerning this RFP other than the cognizant negotiator named in Block 10 on SF 33, Face Page, may be

considered as a basis for disqualification (except during the pre-proposal conference, if applicable).

E. Signature Requirements; Proposal Preparation Costs

The SF 33 Face Page of this solicitation and all other documents requiring signature must be signed by an official authorized to bind the offeror. This solicitation does not commit the Government to pay any costs incurred in the submission of proposals or for studies or designs for the preparation thereof, nor to contract for the article or services. It is also brought to your attention that the Contracting Officer is the only individual who can legally commit the government to the expenditure of funds in connection with this procurement.

F. Reference Material

The Policy and Requirements Handbook can be downloaded from the Job Corps web site at <http://jobcorps.doleta.gov>. Copies of the Job Corps regulations and 48 CFR Chapters 1 and 29 are available through the Government Printing Office.

L.5 SUBMISSION OF PROPOSALS

A. General

The government will use a two-step process for submission of proposals. Initial proposals will be submitted in written format, as described below. In accordance with FAR 52.215-1, award may be made on the basis of initial proposals.

In the event that the government determines that discussions with offerors are necessary, a competitive range will be established. Offerors determined to be within the competitive range will be required to make an oral presentation, as described in Section L.5.C, below.

Initial Proposal Submission

Proposals submitted in response to this RFP shall include a transmittal letter and the sections listed below. The transmittal letter shall identify the solicitation number, the name of the firm submitting the proposal, the proposal sections and any other materials that are attached.

PART	C. SECTION	FORMAT	PAGE LIMIT	Copies
1	Technical Proposal	Written	30	6
2	Staff Resources Proposal	Written	15	4
3	Past Performance and Experience	Written	5	4
4	Cost Justification –Business Management Proposal	Written	No Limit	4

5	Transition/Phase-out	Written	No Limit	2
---	----------------------	---------	----------	---

Sections of the proposal shall be separately bound and submitted in the format indicated in the Specific Instructions, below. Written sections of the proposal shall be submitted as follows:

- a. Page Size: 8 ½ x 11" with at least 1" margins on all sides
- b. Type Size: 12 pitch or larger
- c. Page Numbering: Pages consecutively numbered within each section
- d. Page Count: Title pages, tables of contents, and section dividers not included in count
- e. Format: Two-column format is allowable
- f. Page Limit: Pages in excess of prescribed limits will not be evaluated
Limitation applies to initial proposal

Unnecessarily elaborate proposals, brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate art work, letters of commendation, expensive paper and bindings, and expensive visual and other presentations are neither necessary nor wanted. Additionally, copies of Job Corps provided materials, job descriptions for each position, copies of newsletters or magazines, copies of certificates or awards, are not needed. The requirements of the solicitation are identified below and incorporate the Job Corps Policy and Requirements Handbook (PRH) and Job Corps Regulations.

In addition to the written form 2110 the offeror **MUST** provide, within their Business Management proposal, a form 2110 on 3.5" floppy disk using EXCELL 2000 or earlier version. Offerors are also required to submit Cost Proposals, Staffing Table, and Salary Table, using 2110 format, on 3-1/2" floppy disk using EXCELL 2000 or earlier version.

The Office of Job Corps takes seriously the intent of the Procurement Integrity and Ethics statutes. Any proposal found to be copied from a potential competitor is subject to disqualification.

A. Specific Instructions – Step One: Initial Proposal

1. **Technical Proposal**

The Technical Proposal shall:

- Not make reference to cost;

- Describe how the offeror intends to operate the Outreach/Admissions and Career Transition Services program in the State of NEW JERSEY in the context of the State's eligible population, geographic location and the local and regional labor market;
- Be presented in the order listed below;
- Be evaluated based on criteria shown in Section M.

A recitation of the regulatory or PRH requirements is not necessary, as these requirements are set forth in existing documents. Procedural approaches shall be incorporated into the proposal to the extent that they are necessary to describe how the offeror intends to meet the required outcomes and quality indicators specified in the PRH.

The Technical Proposal shall consist of responses to the following specific questions only. The responses shall demonstrate the offeror's understanding of and approach to the requirements delineated under the evaluation factors. The questions and responses shall be presented in the order shown below.

a. **Outreach/Admissions is applicable.** ☐

1) Outreach:

By responding to the following questions, describe your outreach, marketing and public education plan to maintain a positive public image, develop strong community partnerships and attract suitable applicants.

- a) What methods will you use to market Job Corps to promote a positive public image for the program?
- b) What specific outreach techniques will you use to attract and recruit eligible applicants?
- c) How will you establish and maintain mutually beneficial partnerships with communities, organizations, employers and State and local workforce development systems?

2) Admissions Program Design:

By responding to the following questions, describe your methods and techniques to qualify and enroll sufficient applicants and support student retention at assigned centers.

- a) How will you organize and deploy resources to ensure effective coverage of the geographic area covered by the contract?

- b) What methods and procedures will you use to ensure applicant eligibility and suitability for program participation?
- c) What methods will you use to prepare applicants for successful enrollment?
- d) How will you work with centers to ensure retention of applicants?
- e) How will you introduce the concepts and structure of CDSS, and make use of the PCDP in the admissions process?
- f) What methods will you use to ensure applicant commitment to and retention in Job Corps?
- g) What systems and procedures will you use to ensure achievement of arrival goals?

b. Career Transition Period (☐ applicable ☒ not applicable)

By responding to the following questions, describe how you will provide Career Transition Services that will result in workforce entry, quality jobs and job retention.

- 1) How will you organize and deploy resources to ensure effective coverage of the geographic area covered by the contract?
- 2) How will you be involved with centers and students during the Career Development Period to ensure a smooth transition from the center to the post-center service period?
- 3) What methods will you use to maintain contact with graduates and former enrollees, if applicable, throughout the post-center service period?
- 4) How will you assess student job readiness and what services will you provide to remedy shortcomings for graduates?
- 5) How will you develop quality jobs for program graduates?
- 6) How will you coordinate and provide on-going support services to meet graduates' transitional support and job retention needs?
- 7) How will you provide post-center services to former enrollees to ensure positive outcomes?
- 8) What systems and procedures will you use to ensure achievement of outcome measurement goals?

2. Staff Resources Proposal

a. Content:

The Staff Resources Proposal shall consist of the following:

- 1) A detailed organization chart that shows all staff working on the project. Include any subcontracted staff.
- 2) Position descriptions for each type of position to be employed on the contract.
- 3) Resume of proposed Project Director. The resume shall include information on the nominee's educational and training accomplishments as well as past work and other relevant experience, including any special accomplishments and skills. The Government reserves the right, to require offeror certification as to the availability of the designated Project Director. Failure to do so, or information received contrary to the certification, will be reflected in the final evaluation.
- 4) A narrative detailing what efforts the contractor will make to develop, retain and reward staff. Include what specific incentives will be provided and how these may be earned. In addition, include what specific positions will be eligible for an incentive payment, timetable for such payment, and whether or not such payments will be charged to this contract.

b. Format:

The page limitation for this section excludes the resumes and position descriptions.

3. Past Performance and Experience

a. Definitions

For purposes of this section of the procurement, the following definitions apply:

- (1) New Firms: an organization that has not operated a Job Corps Outreach/Admissions or Career Transition Services (Placement) contract as the prime contractor within the past three (3) years. New firms include, but are not limited to, firms that have never had a contract with Job Corps, subcontractors on any Job Corps contract, organizations whose principals individually possess Job Corps experience, and/or an organization which has held a contract to provide other Job Corps related services.
- (2) Experienced Job Corps OA/CTS Contractor: an organization which currently holds one or more prime contracts for Job Corps Outreach/Admissions or Career Transition Services or has held such a contract within the past 3 years.

b. Submission Requirements

- (1) All offerors (both new and experienced) must provide a list of contracts (including contract numbers) and programs which they currently operate or have operated within the past three years.
- (2) Experienced Contractors may submit up to 5 pages of information for consideration by the Contracting Officer, which describes problems encountered and corrective actions taken on contracts within the past 3 years.
- (3) New Firms: For purposes of this solicitation, new firms as defined above, should submit the information described below, regarding work performed by the current organization, its key personnel, as a subcontractor, or as part of a team or joint venture.
 - (a) Each offeror shall send a copy of the Past Experience Confirmation Questionnaire (See Section J) to each organization, including agencies of State and Local governments and commercial customers, with whom, the offeror has had a contract within the last three years. Offerors need not request Past Experience information for any current contract performed for less than 6 months prior to the proposal submission date.
 - (b) The offeror shall instruct the respondent of the Questionnaire to forward the completed questionnaire to the address identified on the face sheet of the Past Experience Confirmation Questionnaire.
 - (c) The offeror will prepare and submit a Relevant/Transferrable Skills Matrix (See Section J). The matrix should be prepared in such a manner as to allow for the matching and evaluation of the relevant and transferrable skills identified on the offeror's list of contracts (see B1 above).

These documents shall be used to assess and evaluate the offeror's skills and experiences that are relevant/transferrable to the scope, complexity and content of the requirements of the Job Corps procurement.

4. Cost Justification - Business Management Proposal (BMP)

Costs shall be mentioned only in the BMP and Transition/Phase-out proposals and nowhere else. **The offeror's cost justification shall consist of the following and in the order stated.** (Sample forms and attachments are shown in Section J.)

- a. Cost and Price Analysis Summary Form
- b. Certificate of Current Cost or Pricing Data

- c. Statement of Financial Capability (ETA 8554)
- d. An ETA 2110 OA/CTS Financial Display by Year, which shall be used as a recapitulation sheet for the ETA 2110 OA for two base years and three option years.
- e. A narrative justification for each line item of the ETA 2110 OA for each of the two base years. Include all explanatory narratives and calculations showing how costs are determined.

Provide narrative justification for each line item showing how the labor, material, travel, subcontractors, facility maintenance, and other costs outlined on the ETA 2110 OA/CTS were determined. Cost justifications based solely on historical data will be considered insufficient to support cost proposals. A justification of general and administrative costs shall be provided. Include the backup data to support the type of labor and estimated numbers of staff within each labor category. Include basis for pay rates used, giving sources and amounts for wage survey.

- f. Under those ETA 2110 line items relating to staff costs, show your computations in the following vertical columns for each job category/position title: (1) position title; (2) number of positions in terms of full-time equivalents (FTEs); (3) range of annual salaries/wages for the position title; (4) average direct annual salary/wages on a per FTE basis (5) average benefits and other indirect employee compensation costs on a per FTE basis; (6) total employee compensation cost to the contract for each position title, which should equal $\text{col 2} \times \text{col 4} + \text{col 2} \times \text{col 5}$.
- g. Include a breakdown of the amount estimated for travel, including destination, duration, purpose and cost (per diem and transportation).
- h. Include backup data to support the estimated amount of material and subcontracting (if applicable), including description of materials to be procured, basis for proposed subcontract, and amounts proposed.
- i. Subcontract information shall contain the list of names and addresses of any proposed subcontractors or consultants the offeror intends to use in the performance of the contract. Include the following information about subcontractors in excess of \$25,000:
 - (1) Has the subcontractor submitted a cost proposal?
 - (2) Shall the subcontractor be able to start performance at the beginning of the contract period?
 - (3) What is the total cost of each subcontract?
 - (4) What experience does the subcontractor have in this technical area?
 - (5) What services (skills) shall the subcontractor provide?

- j. An Accounting System Certification, which is a statement certifying that the offeror has an established accounting system with internal controls adequate to safeguard their assets, check the accuracy and reliability of the accounting data, promote operating efficiency, and permit compliance with Government requirements and accounting procedures with respect to cost-reimbursement type contracts. The statement shall be executed by an independent certified or duly licensed public accountant.
- k. A completed Standard Form 33, Solicitation, Offer and Award, and all attachments thereto as outlined in the instructions, (Section K) for each copy of the Business Management Proposal.
- l. Total Compensation Plan (salaries and fringe benefits) for professional and non-professional employees. This plan shall also include a description of any bonuses, monetary awards, and other contingent payment plans for all staff charged directly to this contract. The narrative must explain the policy under which these payments shall be dispersed.
- m. All Representations and Certifications required in Section K of this RFP shall be made part of the Business Management Proposal.
- n. A copy of the current Indirect Cost Negotiation Agreement from the contractor's cognizant agency.
- o. Option Extension Information

The Business Management Proposal shall include estimated costs, including G&A, overhead and fixed fee for three 1-year extensions of this contract. The Government shall have the unilateral right to exercise options to extend the contract for additional year(s) pursuant to Clauses 52.217-08 and -09 of the Schedule, "Option to Extend." Such extensions shall herein after be referred to as "options."

The offerors will explain how the costs for each option year were estimated. A budget for each option year will be submitted on an ETA 2110 OA. The contractor understands that the estimated costs for operating the Job Corps outreach/admissions program in each of the option years will be based on the agreed-to budget for ongoing expense in the preceding year, with an appropriate adjustment for price inflation using the same inflationary factor that is reflected in the Congressional Job Corps appropriation for the budget or program year in which the option year begins. The amounts proposed in the Option Years are therefore considered provisional.

5. Transition/Phase-out Proposal

Incumbents shall submit a Phase-Out Proposal and new offerors shall submit a Transition Proposal. Narrative and cost justification shall be bound together in the Transition/Phase-Out Proposal.

The Government recognizes that the offeror will take over an existing Job Corps outreach/admissions operation as negotiated. The incoming contractor will have a transition period in which to become familiar with the presently operating OA program, as well as time to interview and hire staff necessary to operate the program.

The offeror will be required to take over complete operation of the program with the start of performance under the resultant contract. The transition period begins no less than 30 days prior to that date and will be negotiated as a separate statement of work. Accordingly, the offeror should submit a separate proposal outlining in detail their transition plan. Included will be the period of time required for each action, staff requirements, and major steps to be accomplished during the transition period. It is the intent of the Government to have an orderly operation during the last 30 days of the incumbent's contract (see Clause 52.237-3, Continuity of Service). Therefore, the incumbent contractor will be allowed only the normal costs of operating the program for the final month of the contract. The incumbent's administrative activities required to orient the incoming contractor will be an allowable direct cost. It is the Government's expectation that the outgoing contractor will use persons already included in its organizational indirect cost package for such activities as inventory comparison checks with the new contractor and final billings comparison checks with the new contractor and final billings after contract expiration. The allowable cost for Phase-Out will be limited to unused and unpaid leave for which cost accrual has not been made and if applicable, severance pay and relocation in accordance with personnel policies approved for this contract by the Contracting Officer and any other costs determined to be reasonable by the Contracting Officer.

There will be only one operating contractor responsible for the program's operation at any given time. Transition preparations shall not cause any unreasonable interference with the departing contractor's operation. When the new contractor begins operations, the former contractor will not cause any unreasonable interference with the new operator's program.

C. Specific Instructions – Step 2: Oral Presentation: (limited to those offerors determined to be within the competitive range)

Only those offerors determined to be within the competitive range will be requested to make an oral presentation as part of the oral discussion process and in accordance with the procedures detailed below.

The oral presentation shall be used by the Government in its evaluation and selection of the awardee. The oral presentation shall be in the form of a briefing to

explain, in detail, the offeror's management approach to operating the contract. No price information shall be included in the oral presentation.

The oral presentation shall be held as part of oral discussions with the offeror. The Contracting Officer or designated panel members may ask questions or raise concerns for discussion following the presentation.

Evaluation criteria are shown in Section M.

1) Content

The oral proposal shall consist of responses to the following questions only. The questions shall be addressed in the order shown below.

Management Approach:

- a) What challenges do you anticipate for the operation of the contract and why?
- b) What strategies do you propose to address those challenges?
- c) What systems will you use to ensure quality control and integrity of program data and assets?
- d) What specific services and resources will be provided to this contract that are funded through G&A?
- e) What aspects of your proposal or your corporation do you feel would make your efforts particularly effective in providing quality services under this contract?

2) Format

The oral presentation shall be presented by the offeror to the government's evaluation panel using the procedures shown below:

a) Form of Presentation

Offerors must make their presentation to the Government in person. Submissions of videotape or other forms of media will not be accepted in lieu of the oral presentation. Equipment available for the presentation, furnished by the Government, will be an overhead projector, TV monitor and VCR and may be provided upon written request. Other needed equipment must be approved by the Government and furnished by the offeror. Such requests for approval shall be made to the Contracting Officer no later than five (5) working days before the scheduled presentation. The conference room will be available for review prior to the presentation by appointment only. Contact Gary Schwartz [212] 337-2288

gschwartz@doleta.gov for an appointment. The room will be available for equipment setup one (1) hour prior to the presentation.

b) Scheduling

Once the Contracting Officer has set the competitive range, each offeror within the range will be provided a date, time and location for their oral discussions which shall include the oral presentation to be given to the Government. The order in which offerors will make their presentations will be determined by drawing of lots. Once notified, the offeror must make its presentation at the required date and time. Requests to be rescheduled will not be entertained unless exigencies make the attendance of the offeror virtually impossible. The Government retains the sole right to reschedule oral discussions and presentations. The anticipated date for oral discussions/presentations to begin is 26-27 AUGUST 2002..

c) Offeror's Presentation Team

Only members of the offeror's staff and any staff proposed to work on the contract by that offeror may participate in the presentation. Offerors are encouraged to make the proposed O/A Director a part of the team. Offerors may have no more than five (5) personnel on their presentation team

d) Time Allowed

It is the offeror's responsibility to comply with time guidelines. Extensions will not be available.

Each offeror will have a maximum of one (1) hour in which to make its presentation. The time limit will start upon the Government's direction to begin.

e) Oral Discussions

After completion of the presentation, the Contracting Officer or designated panel members may ask questions of clarification or raise points for discussion regarding the presentation. Any interchange between the offeror and the Government is for clarification only, and will not constitute discussions. Answers to questions will be recoded and will be considered for evaluation purposes. The overall clarification time will not exceed 60 minutes.

Following discussions regarding the oral presentation, the government will discuss its concerns regarding the offeror's initial proposal submission. The offeror will be given a specified period of time during which to prepare and

submit a written Final Proposal Revision addressing the government's concerns.

f) Documentation of Oral Presentation

The offerors must present a listing of the names, firms and position titles of all presenters at the time of the presentation. At the beginning of the presentation Offerors must furnish 6 copies of any material presented visually at the oral presentation (transparencies or visual equivalent, must be presented on plain paper). Visuals used may include only content covered in the oral presentation, and shall not be used as a method of providing additional written content not addressed orally. These **will not be returned to the offeror.** The Government will videotape the presentation and use these recordings during evaluation of the oral presentation. The offerors may not record their own presentations. Any recording of an offeror made by the Government will be furnished to that offeror, as soon as possible, following the presentation. Recordings will be disposed of in the manner of the remainder of the proposal. Written materials will be destroyed by the Regional office or retained as appropriate.

SECTION M. EVALUATION FACTORS FOR AWARD

M.1 EVALUATION OF PROPOSALS AND SELECTION FOR AWARD

A. Procurement Review Panel

Proposals shall be reviewed by a panel of specialists. Each panelist shall evaluate the proposals for acceptability with emphasis on the various specific evaluation categories enumerated in this Section (M). The Government may award a contract on the basis of initial proposals received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

B. Evaluation Categories

Step 1: Initial Submissions:

All initial submissions except for the Transition Proposal will be evaluated based on the following points:

Step 1: Section	<u>Content</u>	<u>Points Possible</u>
1	Technical Proposal	45
2	Staffing Resources Proposal	20
3	Past Performance and Experience	25
4	Cost Justification	10
5	Transition/Phase –Out Proposal	<u>0</u>
TOTAL MAXIMUM POSSIBLE POINTS		100

Oral Presentation:

Oral presentations delivered by offerors determined to be in the competitive range will be evaluated based on the following points:

Step 2: Section	Points Possible
Management Approach	20
Maximum Possible Points (Steps 1 and 2)	120

C. Evaluation Criteria

1. Technical Proposal and Oral Presentation:

a. Criteria

Each Technical Proposal and Oral Presentation shall be evaluated against the criteria detailed below.

- (1) To what extent are the systems, procedures and approaches proposed clear, complete, concrete, and consistent with the Job Corps mission and policies?
- (2) How effectively does the offeror's proposal recognize and tailor the programs to operate in the context of the State's eligible population, and the local and regional labor market and any other data provided by the Contracting Officer?
- (3) How effective is the proposal in offering feasible, proven strategies and methods to ensure the achievement of Job Corps' specified outcomes and quality indicators?

(b) Weights

Evaluation points assigned to each part indicate the degree of importance that has been assigned to each area. Offerors should keep this in mind when addressing the content.

<u>Maximum Points Grid</u>	Clear, Concrete, Consistent with Mission & Policies	Tailored to Local Conditions	Effective to meet performance outcomes and quality indicators	Totals
Outreach/ Admissions	7	16	22	45
Total:				45

STEP 2: ORAL PRESENTATION
(for offerors in the competitive range only)

<u>Maximum Points</u> <u>Grid</u>	Clear, Concrete, Consistent with Mission & Policies	Tailored to Local Needs	Effective to meet performance outcomes and quality indicators	Total
Management Approach	2	8	10	20

2. Staff Resources Proposals (20 points)

a. Criteria

Each offeror's Staff Resources Proposal will be evaluated to determine:

- ☐ the level and adequacy of staffing proposed to deliver the program
- ☐ the qualifications proposed in relation to the duties described in the offeror's position descriptions
- ☐ the credentials, experience and accomplishments of the proposed Project Director
- ☐ the Project Director candidate's demonstrated level of commitment to work on the contract,
- ☐ the appropriateness and adequacy of the staff development, retention and incentive plan.

b. Weights

Evaluation points assigned to each part indicate the degree of importance that has been assigned to each area.

Criteria	Maximum Points
Level & adequacy of staffing	8
Staff qualifications	2
Center Director's credentials	3
Center Director's commitment	3
Staff development, retention & incentive plan	4
Total Possible Points	20

3. Past Performance and Experience (25 points)

For purposes of this procurement, the Government will consider Past Performance and Experience information for the offeror or entity proposed as the prime contractor. Past performance and experience of proposed subcontractors will not be evaluated under this criteria.

a. New Firms:

For purposes of this procurement, in addition to the information provided by the offeror in response to Section L, the Government will consider information received from other governmental and non-governmental sources.

The Government will focus on information that demonstrates quality of performance relative to the size and complexity of the procurement under consideration. The contractor's references will assist in collecting this information. References other than those identified by the offeror, may be used by the Government. All such information may be used in the evaluation of the offeror's past performance.

The Government reserves the right not to contact all of the references provided by the offeror. Names of individuals providing reference information about an offeror's past performance shall not be disclosed.

Past Performance and Experience will be evaluated using the criteria, point distribution and sources shown below:

Criteria:	Relevant Experience	Past Effectiveness
Possible Points:	Maximum: 15 Minimum: 6	Maximum: 10 Minimum: 4
Source:	Relevant/Transferrable Experience Matrix	Past Experience Confirmation Questionnaire

A firm without a record of relevant past experience shall receive a neutral rating of 10 points.

b. New Firms: (Job Corps Center Operators)

In addition to the information provided by the offeror in response to Section L, the Government will consider such additional information as may provide further insight on the offeror's past experience and performance, and how such experience demonstrates the offeror's ability to perform the contract, including but not limited to the offeror's Center automated past effectiveness report(s) and the past effectiveness report(s) received from other Job Corps offices.

The Government will focus on information that demonstrates quality of performance relative to the size and complexity of the procurement under consideration. The contractor's references identified in this section will assist in collecting this information. References other than those identified by the offeror, may be used by the Government. All such information may be used in the evaluations of the offeror's past performance.

Past Performance and Experience will be evaluated using the criteria, point distribution and sources shown below:

Criteria:	Relevant Experience	Past Effectiveness
Possible Points:	Maximum: 15 Minimum: 6	Maximum: 10 Minimum: 4
Source:	Relevant/Transferrable Experience Matrix, Automated Center Score	Past Experience Confirmation Questionnaire, Contractor Past Experience Report

- c. Past Effectiveness of Experienced Job Corps Outreach/Admissions and Career Transition Services operators.

Past Performance will be evaluated using the criteria, point distribution and sources shown below:

Criteria:	Past Performance	Effectiveness
Possible Points:	Maximum: 20 Minimum: 0	Maximum: 5 Minimum: 0
Source:	Automated Past Effectiveness Report	Contractor Past Effectiveness Reports, Contractor's Submission

The Past Effectiveness rating for an experienced Job Corps OA/CTS operator is based on a combination of the Job Corps Automated Past Effectiveness Report (20 points) and Additional Information (5 points) at the discretion of the Contracting Officer.

(1) Automated Past Effectiveness Report (20 points)

Each OA/CTS contractor will receive an automated past effectiveness score. Contracts encompassing only OA or only Career Transition Services will receive points only for those functions. Contracts which include OA&CTS will receive points based on the combined functions. The OA/CTS Automated Past Effectiveness Report will be generated automatically by the Job Corps Data Center quarterly.

FURTHER, in the event that the offeror is the incumbent contractor for the OA/CTS being procured, the offeror will be evaluated using the weighted incumbent score.

For example, if contract A is being procured and the incumbent contractor is XYZ Corp. To determine XYZ's past effectiveness score for that contract, the number shown in the Incumbent Rating column of the OA/CTS Automated Past Effectiveness Report will be used.

(2) Additional Information (5 points)

In assigning these points, the Contracting Officer will consider such additional information as may provide further insight on the offeror's past experience and performance, and how such experience demonstrates the offeror's ability to perform the contract, including but not limited to, past effectiveness reports received from other Job Corps Offices and other Federal Agencies, and the information submitted by the contractor.

The Government reserves the right not to contact all of the references provided by the offeror. Names of individuals providing reference information about an offeror's past performance shall not be disclosed.

4. Cost Justification - Business Management Proposal (10 points)

The offeror shall submit a Business Management Proposal that shall show all costs proposed to fulfill the requirements of the solicitation. The Cost Proposal evaluation is a technical assessment of whether the costs proposed support the offeror's technical proposal. It is not an evaluation of the total estimated cost.

Proposals shall be evaluated on the extent to which the allocation and supporting explanation of costs shown in the proposed contract budget assure a reasonable and prudent expenditure of Federal funds in the performance of this contract, and within the requirements of the program.

In evaluating the Cost Proposal category, the Government shall not weigh cost against technical merit, but shall evaluate the credibility and reasonableness of the cost proposal relative to the technical proposal. The cost must be realistic in relation to the services offered. The Estimated Cost itself shall not be scored.

In evaluating the Cost Proposal, the Government shall take the following factors into consideration:

- a. Adherence to RFP requirements.

- b. Explanation and support of all costs proposed: wages, benefits, utilities, services, supplies, etc.
- c. Explanation and support of G&A costs. G&A costs should be supported by a full description of services to be provided to the Center by corporate support staff. The Business Management Proposal may propose a G&A ceiling rate higher or lower than the approved provisional rate. The proposed rate, if accepted, shall become the ceiling for the entire contract period, including option years. Offerors must calculate G&A Expense at the proposed G&A ceiling rate.
- d. Consistency of costs with technical proposal. Mathematical errors, incompleteness of data, improper line item designations, etc., shall be discussed with the offerors in the competitive range, if necessary.
- e. Total compensation plan for all employees

The Government shall evaluate the Total Compensation plan to ensure that this compensation reflects a sound management approach and an understanding of the requirements to be performed. It shall include an assessment of the offeror's ability to provide uninterrupted work of high quality. The total compensation proposed shall be evaluated in terms of enhancing recruitment and retention of personnel and its realism and consistency with a total plan for compensation (both salaries and fringe benefits). Therefore, the cost justification evaluation category shall include an assessment of the Total Compensation Plan.

- (1) In establishing compensation levels for all employees, the total compensation (both salaries, fringe benefits, bonuses, or monetary awards to employees) proposed shall reflect a clear understanding of the requirements of the work to be accomplished and the suitability of the proposed compensation structure to obtain and retain qualified personnel. The salary rates or ranges must recognize the distinct differences in skills and the complexity of varied disciplines as well as job difficulty. Proposals offering total compensation levels less than currently being paid by the predecessor contractor for the same work shall be evaluated on the basis of maintaining program continuity, uninterrupted work of high quality, and availability of required competent employees. Offerors are cautioned that instances of lowered compensation for essentially the same work may be considered a lack of sound management judgment in addition to indicating a lack of understanding of the complexity of the requirements.
- (2) Proposals which are unrealistically low or do not reflect a reasonable relationship of compensation to the job categories so as to impair the

contractor's ability to recruit and retain competent employees may be viewed as reflecting a failure to comprehend the complexity of the contract requirements. The Government is concerned with the quality and stability of the work force to be employed on this contract. The compensation data required shall be used in evaluation of the offeror's understanding of the contract requirements.

An assessment of the potential for adverse effect upon performance and maintenance of the required number of employees with requisite skills resulting from an unrealistically low compensation structure shall also be made.

5. Transition/Phase-out Proposal (0 points)

Although no points are assigned to this portion of the submission, all offerors, with the exception of the incumbent, are required to submit a transition proposal. The incumbent shall submit a phase-out proposal.

Transition proposals shall be evaluated to determine the following:

- a. To what extent does the offeror's plan display knowledge of the scope of tasks to be accomplished in transition?
- b. How effective is the offeror in proposing complete and concrete plans and procedures to effect an orderly transition of the outreach/admissions and career transition services functions?
- c. To what extent are the corporate resources/staffing proposed adequate to complete the scope of tasks outlined in the transition plan?

M.2 SUPPLEMENTAL INFORMATION

The following information is presented to further assist offerors in responding to this RFP, as well as to provide information regarding how the Government shall make the award decision.

A. Notice on Key Personnel

Offerors shall list all proposed key personnel and shall indicate whether these persons are currently being proposed as key personnel for any other projects. Offerors who are bidding on more than one contract may propose a single individual for positions on both contracts. This simultaneous bidding of key personnel shall not be considered negatively in the evaluation of proposals. However, offerors must notify the Contracting Officer in writing of any change in the availability of proposed key personnel when the change in status occurs, at any point in the procurement process.

Prior to award of a contract the Government shall ask the successful offeror to verify the availability of all named Key Personnel. If for any reason, the named Key Personnel shall not be assigned to this project, the offeror may submit the name and qualifications of one of more proposed replacements. If, in the opinion of the Contracting Officer, a person proposed as a replacement is of substantially equivalent qualifications, award may still be made to the offeror. If proposed replacements are not equivalent, the Contracting Officer may find the offeror non-responsible. The Contracting Officer may then award the contract to another offeror or reopen negotiations with all offerors.

B. Competitive Range

In instances where more than one proposal is found acceptable, the Contracting Officer shall establish a competitive range in accordance with FAR 15.306. The competitive range shall consist of proposals which, based upon review panel scores, are grouped at more or less the same level and are competitive with one another. The limits of what constitutes the competitive range in a particular case is a judgement matter for determination by the Contracting Officer.

C. Discussions – Oral Presentations - Final Proposal Revisions

Discussions will be held with all offerors who submit/present proposals determined to be within the competitive range. However, in some instances, award may be made on the basis of initial proposals received (52.215-1). If discussions are conducted, offerors shall be required to make an oral presentation and shall be given an opportunity to submit such costs, technical, or other revisions in their proposals as may result from the discussions. All such offerors shall be informed in writing of the closing of negotiations and the common due date for receipt of final proposal revisions. Technical revisions will be in writing as a response to the Government's written concerns. The Final Proposal Revision shall be limited to responses to the government's concerns, and except for the Cost Justification proposal, should not be an entirely new submission. In the event that an offeror's Final Proposal Revision does not fully substantiate costs or explain noted cost inconsistencies, the proposal score may be downgraded.

D. Selection for Award

Award shall be made to the offeror who has submitted the proposal that offers the best value to the Government. In making this determination, the government shall weigh technical factors more heavily than total cost.

E. Calculation and Evaluation of Cost

- (1) The term "cost" as used in this RFP is defined as the total of the estimated cost, including G&A and overhead expense, and the fixed fee (if any). Evaluation of proposed costs shall take into consideration comparison of costs to past data, allowability and allocability of costs and reasonableness of fixed fee and shall be

made in accordance with FAR 15.404 and the following shall be considered in making the final selection of the successful offeror:

- a. Base two-year costs
- b. Option year costs
- c. Total Costs
- d. Transition costs
- e. Phase-out costs

Except when it is determined, in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government shall evaluate offers for award purposes by adding the total costs for all options to the total costs for the basic requirement. Evaluation of options shall not obligate the Government to exercise the options. In evaluating the total 5 year costs, the Government shall place more weight on the base 2 year costs because of the uncertainty of award of option years.

The Government may reject an offer as non-responsive if it is materially unbalanced as to prices for the basic requirement and the option quantities. An offer is unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

The Contracting Officer's decision to award an option shall be made in accordance with FAR 17.207(c).

- (2) The Contracting Officer shall evaluate offers by adding a factor of 10 percent to the price of all offers, except offers from small disadvantaged business concerns that have not waived the adjustment.
- (3) Offers shall be evaluated by adding a factor of 10 percent to the price of all offers, except :
 - a. Offers from HUBZone small business concerns that have not waived the evaluation preference, and
 - b. Otherwise successful offers from small business concerns.
- (4) A concern that is both a HUBZone small business concern and a small disadvantaged business concern shall receive the benefit of both the HUBZone small business price evaluation preference and the small disadvantaged business price evaluation adjustment (see FAR clause 52.219-23). Each applicable price evaluation preference or adjustment shall be calculated independently against an offeror's base offer. These individual preference amounts shall be added together to arrive at the total evaluated price for that offer.

- (5) After a cost analysis of each Business Management Proposal for the base period (i.e., the base two-year period for the operation of the Center), the options, and the total cost, a further evaluation shall be performed to determine the reasonableness of cost presented in the Phase-Out Proposal and/or the Transition Proposal. The incumbent shall not incur a transition cost, and the phase-out cost shall act as a negative factor for a challenging offeror when considering total estimated cost. In consideration of the above, it is imperative that the incumbent does not overstate phase-out costs, as they shall be reduced for cost comparison purposes based on their failure to meet the test of reasonableness noted above.

M.3 CONTRACTOR RESPONSIBILITY

The Contracting Officer shall make a determination of responsibility in accordance with FAR 9.105-2. Should a determination of non-responsibility be made, the offeror shall be dropped from consideration for contract award regardless of technical scores and cost. In the case of a small business concern, the matter shall be referred to the Small Business Administration pursuant to FAR 19.6. Factors considered in determining responsibility include:

- Financial resource adequacy
- Ability to comply with the Statement of Work
- Past record of performance
- Record of integrity and business ethics
- History of prevention and management of significant incidents, if offeror has previously operated or is presently operating a Job Corps Center
- Department of Labor review reports of offeror's Job Corps Center(s) if offeror has previously operated or is presently operating a Center
- Program and fiscal controls
- Quality and quantity of corporate staff to be assigned to contract

M.4 EVALUATION OF OPTIONS (JULY 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s)